

ACADEMIC STANDARDS HANDBOOK

2021 – 2022



COLLEGE OF
OSTEOPATHIC MEDICINE

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INTRODUCTION

The Academic Standards Handbook is designed to be used by both students and faculty as a guideline for academic standards expected by the Oklahoma State University College of Osteopathic Medicine. The purpose of this handbook is to clarify and explain the various rules and guidelines that govern the academic environment of the College. In addition, the College will make every effort to ensure that due process in all academic matters is extended to all our students.

Administration, faculty, staff and students of the OSU-College of Osteopathic Medicine adhere to the American Osteopathic Association's Code of Ethics adopted by the College in 2008. As student members of the osteopathic profession, OSU-COM expects its students to comply with the AOA Code of Ethics, which can be found at <http://www.healthsciences.okstate.edu/com/codeofethics.php>.

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1.0 Academic Grading System

The evaluation standard for all required first-year and second-year College courses will be an alpha/numerical system. The numerical system ranges from 0 to 100%, with 70% as the lowest passing grade. A grade of 65%-69% is defined as a marginal ("D") grade and requires remediation. A grade of less than 65% is defined as an unsatisfactory ("U") grade and requires remediation. If a numerical grade is a fraction, it will be rounded to the closest integer (whole number) following mathematical rounding rules (e.g., a numerical grade ≥ 69.5 and < 70.5 will be rounded to 70). Letter grades will be determined from rounded numerical grades according to Section 1.1 below.

Guidelines describing how numerical grades are determined and the factors involved in the determination of numerical grades will be presented in the course syllabus for each course. Evaluation statements will indicate how elements such as attendance or conduct will be evaluated. Course syllabi, with these predetermined criteria, will be available at the beginning of each course.

Required rotations will issue ratings of "Pass," "Fail," and "Honors". "Pass" and "Fail" grades for OSU-COM are defined below. Grades will be awarded based upon the student's class/rotation preparation, class/rotation attendance and participation, and scores made on examinations and other assignments. "Honors" criteria are defined in each department's grading criteria and can be found in each department's clerkship syllabus.

A clerkship Fail grade is when a student meets two or more Evaluation failure criteria (see the Clerkship Handbook for a listing of the criteria). A grade will not be assigned until a student passes the COMAT (see section 11.2 of Academic Standards Handbook).

A clerkship Pass grade is when a student passes the Evaluation and COMAT.

All elective rotations are graded using a Pass (P) or Fail (F) grading system.

The instructor of record (course director/course coordinator/rotation course coordinator) will assign the final grade for each course/clerkship. Once a grade has been entered on a student record, it can only be changed by the course director/coordinator of record.

A cumulative grade point average (GPA) shall be maintained for each student and shall be used to determine a student's academic performance. The GPA is calculated by multiplying the course grade points (A = 4; B = 3; C = 2; D = 1; U = 0) by the credit hours to give the course points. The sum of the points earned divided by the total number of credit hours will determine the GPA for the period. Final class rank is calculated at the end of the second-year due to the "Pass," "Fail," and "Honors" grading system during clinical rotations.

If a student is required to repeat the year or a clinical rotation and does so successfully, the original grade remains unchanged on the transcript, and a second entry of that course number will show the new grade. Only the new grades will be used in computing overall GPA and class rank.

A second grade of either “S” (Satisfactory) or “N” (Needs Improvement) will be assigned for each course/rotation based on performance with regard to the College's non-cognitive academic standards. All "N" grades will be reported using the non-cognitive grade report form that will include a written statement describing the deficiency that led to the grade and the non-cognitive criterion or criteria for which the student was deficient. (See 2.3 Guidelines for Assigning and Reviewing Non-cognitive Academic Grades.).

It is the responsibility of the student to be aware of, and understand, the grading requirements of each course as presented in the course syllabus. If procedures are unclear, the student should contact the course director/coordinator for clarification.

1.1 Grades

A - Excellent (Numerical range 90-100%)

B - Good (Numerical range 80-89%)

C - Satisfactory (Numerical range 70-79%)

D - Marginal (Numerical range 65-69%)

U - Unsatisfactory (Numerical range below 65%)

ST - Credit granted for satisfactory completion (for MS III and MS IV passing elective clinical rotations requires 70% or better)

P – A clerkship “Pass” grade will be assigned for required 3rd year and 4th year rotations when a student passes the Evaluation and COMAT and for 3rd year and 4th year elective clinical rotations when the student’s score is 70% or better.

F – A clerkship “Fail” grade will be assigned for required 3rd year and 4th year clinical rotations when a student meets two or more Evaluation failure criteria (see the Clerkship Handbook and/or clerkship syllabus for Evaluation failure criteria) and for 3rd year and 4th year elective clinical rotations where the student’s final score is lower than 70%.

H – A clerkship “Honors” grade may be considered at the discretion of each department for required clinical rotations.

AU - Audit

W - Withdrawn

WP - Withdrawal, in good academic standing

WU - Withdrawal, not in good academic standing

I - Incomplete

Non-cognitive grades:

S - Satisfactory

N - Needs Improvement

Definitions:

AU - Audit indicates participation in a course without a grade.

A student may enroll or remain in a course on an audit basis with permission from the course director/coordinator and the Dean or designee. Audit indicates participation only, and is not utilized to determine grade point average, hours attempted, or hours earned. Auditing is not an avenue for eligibility for credit by examination. Auditing requires the same fees for enrollment as taking a course for credit.

W - Withdrawal indicates withdrawal from the College.

A student may request to withdraw from the College. A request for withdrawal from the College must be submitted in compliance with the Leave of Absence and Withdrawal Policy administered by the Office of Enrollment Management.

Withdrawal grades may be given based on the time in the semester and the student’s academic standing at the time of withdrawal:

- Withdrawal (“W”), based on the published academic calendar allowed withdrawal date, or
- Withdrawal in good academic standing (“WP”), or
- Withdrawal not in good academic standing (“WU”).

If withdrawal is approved, the course director/coordinator will assign a “W,” “WP” or “WU” grade as appropriate for submission to the Registrar. If a student withdraws from a course, re-enrollment and successful completion of the course is required to receive credit.

I - Incomplete indicates unfinished course requirements.

An “I” may be awarded only when the student is officially registered in the course and has completed a major graded segment of that course. An “I” will be awarded only in those unique circumstances (e.g., illness) that results in non-completion of a course segment.

Students who receive an “I” should contact the course director/coordinator immediately to determine the specific objectives to be accomplished and the final date for completion. The required objectives must be completed within the stated time period, not to exceed the beginning of the next academic year, (e.g., a grade of “I” awarded in the fall or spring semester must be removed prior to the beginning of the next academic year). Exceptions may be made on third- and fourth-year rotations.

When a course director/coordinator determines that a student is eligible for an incomplete (I) grade, he or she will also specify a default grade (e.g., ‘A,’ ‘B,’ ‘C,’ ‘D,’ ‘U,’ ‘P,’ ‘F,’ or ‘H’) the student will receive if the student does not complete the remaining coursework by the specified deadline. Incomplete grades that are not changed by the course director/instructor within one year will revert to the default letter grade (e.g., ‘A,’ ‘B,’ ‘C,’ ‘D,’ ‘U,’ ‘P,’ ‘F,’ or ‘H’) that was determined by the course director/coordinator at the time the original composite incomplete grade was posted.

An “I” will not be utilized in the determination of grade point average or class rank within a semester. An incomplete grade may be used at the course director’s/coordinator’s discretion to indicate that additional work is necessary to complete a course. It is not a substitute for a “U.”

ST - Satisfactory

The “ST” grade indicates that course credit has been achieved by completing special studies courses or credit for elective clinical rotations. “ST” grades are used to determine promotion and graduation but are not included in determining GPA.

S - Satisfactory (Non-cognitive grade)

“S” grade is used to determine promotion and graduation but is not included in determining GPA. It is used for satisfactory demonstration of non-cognitive

academic standards and is described in the section titled “Non-cognitive Grades.”

N - Needs Improvement (Non-cognitive grade)

“N” grade is used to determine promotion and graduation but is not included in determining GPA. It is used as a grade for non-cognitive academic standards and is described in the section entitled “Non-cognitive Grades.”

1.2 Grade Book and Records

It is the responsibility of the course director/coordinator to ensure the existence of student grade records and other materials basic to the conduct and evaluation of their courses. Copies of syllabi, course policy statements, and examinations must be maintained. Results of student examinations, projects, presentations, and other items that count toward final grades must be maintained in a hard copy format, such as a grade book, or comparable formal accounting document. Refer to OSU Policy and Procedures 2-0214.02 “Retention of Grade Books and Records” regarding the length of time that these documents must be maintained.

1.3 Course/Instructor Evaluation

Each student has a responsibility as a professional to provide constructive evaluation of each course, clinical rotation, and instructor in the curriculum. This responsibility will be met by participation in the course evaluations routinely administered by the Office of Educational Development.

2.0 Non-cognitive Grades and Academic Sanctions

2.1 Policy

Students matriculating at OSU-COM are considered student members of the osteopathic medical profession. As such they are expected to conduct themselves in a manner consistent with the standards of the osteopathic medical profession. This expectation is embodied in the OSU-COM Requirements for Graduation, which state, in part, that a student may be awarded the Doctor of Osteopathic Medicine (D.O.) degree provided the student has exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine.

Students are expected to comply with all University policies, contracts, and/or agreements as well as the American Osteopathic Association’s Code of Ethics. Failure to do so may result in students being required to participate in the academic standards process. Action may also be taken for any violation of local ordinances, state, or federal law, on or off campus which adversely

affects the University community or the pursuit of the University's lawful educational mission, process, or function.

The criteria listed below describe, in part, the characteristics expected of OSU-COM students with regard to the fulfillment of this requirement. Each criterion is followed by descriptions of conduct that fulfills that criterion. It is not possible to enumerate all forms of conduct that a student might or might not engage in to meet a particular criterion. Therefore, the descriptions within each category should be taken as illustrative examples of the types of conduct expected of students and not as complete listings.

Conduct inconsistent with that described for each criterion is inappropriate and might indicate a student's inability or unwillingness to consistently exhibit appropriate conduct in professional circumstances. Students judged to be unable or unwilling to consistently exhibit appropriate conduct in professional circumstances will be subject to academic sanctions as described in this Academic Standards Handbook.

2.2 Criteria

2.2.1 Reliability and Responsibility

Examples: Can be depended on to do his or her duty
Accepts responsibility for assignments
Arrives on time for class, clinic, rounds, etc.
Completes assigned tasks in a timely manner

2.2.2 Maturity

Examples: Accepts responsibility for mistakes
Does not make inappropriate demands
Engages in realistic self-appraisal
Takes steps to correct shortcomings
Accepts and responds appropriately to supervision

2.2.3 Judgment

Examples: Consistently shows appropriate reasoning and decision-making in academic and clinical situations
Does not place others or self at needless or excessive risk for negative consequences
Does not participate in academic or clinical endeavors while under the influence of alcohol, controlled substances, or illicit drugs

In clinical settings, performs consistently with his or her level of training under the supervision of physician-educator
Gets approval of supervising physician before implementing diagnostic and therapeutic decisions
Does not exceed level of training in clinical activity

2.2.4 Respectful Behavior

Examples: Demonstrates empathic behavior
Responds to needs of others
Is considerate of others
Speaks and behaves respectfully
Maintains appropriate confidentiality
Does not threaten, harass, or abuse others
Addresses patients appropriately

2.2.5 Honesty and Integrity

Examples: Adheres to professional and/or ethical standards
Is honest
Acknowledges and corrects own errors
Speaks truthfully
Does not cheat on academic assignments, exams, or performance evaluations

2.2.6 Emotional Stability

Examples: Shows appropriate emotional responses warranted by the situation
Does not allow excessive or inappropriate emotional responses or personal beliefs to adversely affect decision-making or performance

2.3 Interim Suspension

In cases where student health or safety is reasonably believed to be significantly jeopardized, the Dean, in consultation with the President of the university, or designee, may suspend a student for the period of time required to allow a thorough investigation and an opportunity for a hearing. Students who are so suspended are not permitted on campus or in university buildings, facilities, or to physically participate in activities at any time for any reason during the period of the interim suspension, unless otherwise permitted in writing by the Dean or designee.

2.4 Guidelines for Assigning and Reviewing Non-cognitive Grades and Academic Sanctions

2.4.1 For Instructors

- 2.4.1.1 For each course in the curriculum, including clerkships, course director/coordinators will assign a grade of S (Satisfactory) or N (Needs Improvement) for the non-cognitive grade. All "N" grades will be reported using the non-cognitive grade report form that will include a written statement describing the deficiency that led to the grade and the non-cognitive criterion or criteria for which the student was deficient.
- 2.4.1.2 Assignment of a grade of "N" represents a good faith professional judgment that a student "needs improvement" with regard to a specific non-cognitive standard. The need for improvement is indicated by the student's inappropriate conduct (action or speech) in a professional situation, as described in the note accompanying the grade.
- 2.4.1.3. Assignment of a grade of "N" identifies students who may need additional instruction or skill learning (remedial activity) to enable them to fulfill the College's requirements for graduation with regard to the non-cognitive grading policy. Such students ordinarily will be afforded appropriate opportunities to demonstrate that they are willing and able to fulfill the College's academic criteria in this area.
- 2.4.1.4 Course director/coordinators are expected to use professional judgment in assigning non-cognitive grades. Course director/coordinators may consider the seriousness and frequency of inappropriate conduct, as well as the student's acknowledgment that the conduct was inappropriate and the student's efforts to remediate deficiencies. Course director/coordinators may ask other instructors (including preceptors) involved in the course to evaluate student performance with regard to these standards and may use this information in assigning non-cognitive grades. Course director/coordinators may consult with colleagues before assigning a grade of "N."
- 2.4.1.5 Ordinarily, course director/coordinators (instructors, preceptors) will "warn" students before assigning a grade of "N" for any non-cognitive standard. Such a warning may consist of a verbal or written statement of the conduct observed or reported, an explanation of how the conduct is inconsistent with the College's standards for non-cognitive

academic performance, and an indication that repetition will result in assignment of a grade of “N.” In addition, at his/her discretion, the course director/coordinator may refer the student to the student’s faculty mentor or the Assistant/Associate Dean for Enrollment Management or take other appropriate actions intended to assist the student in fulfilling the College's non-cognitive academic standards. This guideline does not preclude a course director/coordinator from assigning a grade of “N” either without a warning or after only one instance of inappropriate conduct of a serious nature.

2.4.2 For Faculty, Staff, and Students

- 2.4.2.1 Student conduct not consistent with OSU-COM non-cognitive and academic standards policy may also occur outside of a course setting. OSU-COM faculty, staff, or students may report such incidents to the Assistant Dean for Enrollment Management.
- 2.4.2.2 Upon receiving such reports, Assistant Dean for Enrollment Management and/or the Assistant Dean for Student Life may investigate the occurrence, , refer the matter to the Academic Standards Committee (“ASC”), assign a grade of “N”, or take other appropriate action, including taking no further action. If the Assistant Dean for Enrollment Management assigns the grade of “N” or determines that sanctions beyond an “N” grade may be appropriate, the student shall be referred to the ASC.
- 2.4.2.3 The student shall receive a written notification of allegations against him or her prior to meeting with the Assistant Dean for Enrollment Management or the Assistant Dean for Student Life as a part of any investigation into the alleged conduct.

2.4.3 For the Academic Standards Committee

- 2.4.3.1 The ASC will review all students who receive a grade of “N”, or who are referred to the ASC by the Assistant Dean for Enrollment Management. The review will determine what action, if any, is to be recommended to the Dean or designee. As part of the review, the ASC shall meet with the student subject to the review, and may interview or consult with the faculty, staff, or student who reported the conduct, the Assistant Dean for Enrollment Management,

and any other individual who may have relevant information or advice. The ASC may request documentation from the student subject to review or from any other person consulted by the ASC.

2.4.3.2 In determining its recommendation for action, the ASC may consider the frequency and seriousness of inappropriate conduct, the number of non-cognitive standards of concern, the number of faculty, staff, and/or students reporting inappropriate conduct, the non-cognitive academic performance of the student in other courses in current or previous semesters, the history and outcome of previous recommendations for remedial activity by the student, the student's acknowledgment of the problem and willingness to take remedial action, and other relevant information or advice.

2.4.3.3 During the academic standards process, the student has the right to:

1. A written notice of the alleged violation(s);
2. An explanation of the academic standards process upon request;
3. Have no violation assumed;
4. A timely meeting with the ASC including an opportunity to be heard;
5. Have access to the information and documents to be presented at the ASC meeting in advance;
6. Ask relevant questions to any participant or witness present, either directly or indirectly, at the discretion of ASC;
7. Present material witnesses (those with firsthand knowledge of the incident). The student is responsible for contacting and arranging for the attendance of their own witnesses in all cases;
8. Receive a written notification of the outcome of the academic standards process; and
9. An avenue for appeal.

2.4.3.4 After its review, the ASC may recommend any of the following to the Dean or designee:

- Take no further action.
- Counsel the student regarding the consequences of receiving additional "N" grades.
- Suggest that voluntary actions be taken by the student to avoid reoccurrences of the problem.

- Place the student on academic probation with or without a requirement to successfully complete specific remedial activities within a specified period of time.
- Support the student's request for a leave of absence or withdrawal from the College and recommend contingencies, specific actions or time periods for return to the College.
- Dismiss the student from the College.
- Under special circumstances, take other actions appropriate to the nature of the student's inappropriate conduct.

2.4.3.5 Of most concern to the ASC will be a pattern of recurring inappropriate conduct indicated by "N" grades assigned in more than one course or by more than one instructor. A single "N" grade, or even several in one course, may result in no recommendation for academic sanctions. In such instances, the ASC may counsel students regarding the consequences of receiving additional "N" grades and, optionally, may recommend to the student voluntary activities intended to help the student avoid reoccurrences of the problem. This guideline does not preclude the ASC from recommending action after only one instance of inappropriate conduct of a serious nature.

2.4.3.6 Recommendations for withdrawal, suspension, or dismissal from the College will be reserved ordinarily for students who refuse to participate in recommended remedial activities, or who, after completing recommended remedial activities, continue to fail to fulfill the College's non-cognitive grading policy, as evidenced by assignment of additional "N" grades. This guideline does not preclude the ASC from recommending withdrawal, suspension, or dismissal without opportunity for remedial activity for students judged irremediable.

2.5 Appeal

2.5.1 A student found to have violated any academic standard who is placed on probation or is suspended or dismissed from the College shall have the right of due process and appeal as delineated herein. No disciplinary action may be carried out while a case is being appealed. The deadline for filing appeals is no later than six (6) weeks from the date of the ASC meeting.

2.5.2 The grounds on which a student may base an appeal under this section include:

- A procedural irregularity occurred that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the ASC decision was made, that could affect the outcome of the matter; or,
- The Assistant Dean for Enrollment Management, the Assistant Dean for Student Life, or ASC member had a conflict of interest or bias for or against the student that affected the outcome of the matter.

2.5.3 The student will use the following procedures in filing an appeal:

2.5.3.1 The student shall submit an appeal in writing to the Assistant/Associate Dean for Enrollment Management. The appeal shall include the grounds for appeal.

2.5.3.2 The Assistant Dean for Enrollment Management accepts the written appeal, all supporting documents, and appoints the Academic Appeals Board (AAB) before transferring the case to the Chair of the Appeals Board.

2.5.3.3 The Academic Appeals Board Chair schedules each hearing. Appointments for hearings are confirmed by U.S. mail or OSU email. With prior notification through the Board Chair, both the student and a representative of the University shall have the right to present witnesses to provide evidence to the Board to assist in establishing the factors of the case. The student may also be accompanied by a personal advocate or attorney, but only in an advisory capacity. The AAB may also have an advisor present to advise regarding procedural matters.

2.5.3.4 Appeals Board renders decision. The decision of the AAB is communicated by U.S. mail or OSU email within five (5) working/school days of the hearing to the student, Assistant Dean for Enrollment Management, and the Dean or designee. If the Appellate Officer finds there is no merit to any of the grounds cited in the appeal, it will issue a finding as such and that decision will be final. If the AAB finds there was a procedural irregularity that affected the outcome of the matter, the matter may be remanded for a new ASC meeting. If the AAB finds new evidence exists that was not reasonably available that could affect the outcome, the matter may be remanded to the ASC. If the

AAB finds that the Assistant Dean for Enrollment Management, Assistant Dean for Student Life, or ASC member had a conflict of interest or bias for or against the parties (generally, or specifically in this matter) that affected the outcome of the matter, the case may be remanded for a new ASC meeting.

2.5.3.5 In any event the matter is referred back to the ASC, it shall review the matter, including justification and all supporting documentation, including new documentation and witness testimony raised during the appeal, and make a recommendation regarding disciplinary action to the Dean or designee. The Dean or designee shall be responsible for the final decision and implementation regarding disciplinary action.

2.5.4 Further procedural guidance regarding appeals is found herein in Section 9.4: Academic Appeals Board, and in particular the student will be afforded his or her due process rights as stated in 9.4.2 and 9.4.3.

3.0 Examinations

Students are required to be present for all examinations as scheduled. A student who is unable to be present for a scheduled examination must notify the course director/coordinator prior to the examination.

3.1 Examination Procedures

3.1.1 The type, content, and frequency of examinations will be stated in the course syllabus.

3.1.2 Changes in the examination policy (e.g., type, content, frequency, and percentage of total grade) will not be made after distribution of the syllabus at the beginning of the course, except when deemed absolutely necessary by the course director/coordinator. Any changes must have prior approval of the Dean or designee. Notification of any changes shall be made in writing (hard copy or OSU email) to the students at least five (5) college working days prior to the examination date(s).

3.1.3 The course director/coordinator will preview questions for examinations to assure conformity of the examination format.

- 3.1.4 The course director/coordinator shall submit final course grades to the Registrar within three college working days (72 hours) of the final examination date.

3.2 Scheduling and Administration of Examinations

- 3.2.1 The examination times and dates will be stated in the course syllabus. Only the course director/coordinator may initiate a change in the examination schedule. Any changes must have prior approval of the Dean or designee. If natural elements intervene just before or during the administration of a scheduled examination (e.g., interruption of electrical service), the examination shall be rescheduled by the course director/coordinator.
- 3.2.2 An effort will be made whenever possible to schedule examinations so there is minimal conflict with other courses. Examinations shall be given as scheduled in the approved syllabus.

3.3 Academic Counseling After Earned "D" and "U" Examination Scores

Any student who earns a "D" or "U" examination score should contact the course director/coordinator within five (5) college working days following notification of such scores for academic counseling in the course. Student compliance will weigh heavily in determining the possibility of course deficiency corrections.

3.4 Makeup Examination(s)

- 3.4.1 Permission to make up an examination is a privilege granted by the course director/coordinator who retains the right to deny permission to make up an examination based on available evidence.
- 3.4.2 A student may be granted the privilege to take a makeup examination when the course director/coordinator determines that the student has a valid reason for missing a scheduled examination.
- 3.4.3 Requirements for being granted a makeup examination:
 - 3.4.3.1 If the absence is anticipated, a student shall submit to the course director/coordinator, no later than two (2) working days before the examination date, a written (letter or OSU email) statement of the reason(s) for missing the examination and should request permission to take a makeup examination.
 - 3.4.3.2 A student missing an examination for an unanticipated reason must submit to the course director/coordinator a

written (letter or OSU email) statement of reason(s) for missing the examination no later than twenty-four (24) hours after the examination and should request permission to make up the examination.

3.4.3.3 The course director/coordinator may require a statement from a physician when a student requests permission to make up an examination due to illness.

3.4.4 The course director/coordinator is solely responsible for determining whether the reason(s) is/are valid and shall notify the student of the decision in writing (letter or OSU email). If permission is granted, the time, date, and location of the makeup exam will be stated in the letter or OSU email. If permission is denied, the reasons for the denial will be stated in the letter or OSU email.

3.4.5 The format and scheduling of the makeup examination will be the prerogative of the course director/coordinator.

3.5 Final Examination(s)

No student will be exempt from taking a final examination. No final examination may be given early or late, except in unusual circumstances and with approval from the course director/coordinator.

4.0 Grade Reports

Reports of the grades of all students are compiled shortly after the end of each semester by the Office of the Registrar. These reports are made available to the students, the student's advisor, the Chair of the ASC, and the Dean or designee.

5.0 Correcting Grades Reported in Error

A course director/coordinator who reports an incorrect grade to the Office of the Registrar will submit a grade change request form to the Office of the Registrar, and this will be copied to the Dean or designee for information purposes. In no case will a grade be lowered after a student has graduated.

6.0 Grade Appeals

A student may appeal a grade given by an instructor in which he or she believes the grade awarded is inconsistent with the announced grading policy. See the College academic policy number COM2-0205a or contact the Office of Enrollment Management for information on how to file a Grade Appeal.

7.0 Attendance Policy

One hundred percent attendance is expected of all students at all lectures, laboratories, and clinical assignments. It is recognized that there may be isolated instances when an individual must be absent; however, the student who misses a class is not excused from the subject materials presented during the lecture or laboratory period. Additional requirements for attendance may be contained in the course syllabus.

7.1 On Campus Attendance Requirements

Students are expected to attend ALL scheduled lectures and laboratory periods and are responsible for the course work requirements. Refer to course syllabi for individual course attendance requirements.

7.2 Clinical Attendance Requirements

100% attendance is required at all scheduled clinical assignments. Prior approval of an absence from a clinical assignment must be received from the course director/coordinator and preceptor. All absences from clinical assignments must be “made up” or excused prior to the issuance of a grade. Failure to comply will result in an "I" or "U" grade.

8.0 Correcting Academic Deficiencies

The opportunity to correct academic deficiencies is a privilege that must be earned by the student. Decisions regarding remedial work or corrective programs will be made on an individual basis after considering all of the pertinent information pertaining to the student’s performance in a course or courses. Decisions will be made by the Dean or designee after receiving a recommendation from the ASC, and when appropriate, the divisional deans, course director/coordinators, and the student involved.

Students earning one or more “D,” “U,” or “F” grades in a semester are required to meet with the ASC. The ASC will review the student’s academic record and speak with the student to discuss what factors have led to or are contributing to the student’s unsatisfactory academic performance. The ASC will then make a recommendation to the Dean or designee, who will decide what course of action to take.

No student may graduate from OSU-COM with a “D,” “U,” “F,” or “I” grade. All students will be required to complete remedial work in all courses in which “D,” “U,” or “F” grades were earned. Additionally, all “I” grades must be replaced in accordance with the policy described under Section 1.1 “I – Incomplete indicates unfinished course requirements” of this document.

The educational objectives for remedial coursework will be the same as the educational objectives for regular courses in the curriculum. However, different

teaching methods and evaluation procedures may be used, and these methods may vary from course to course and department to department.

8.1 Remediation Guidelines—Preclinical

MSI and MSII students may attempt remediation in no more than six (6) total credit hours or no more than three courses in an academic year, and no more than nine (9) total credit hours in the preclinical years. Students earning one or more “D” or “U” grades are required to meet with the ASC prior to participating in course remediation.

- 8.1.1 The course director/coordinator determines the form and time of remedial work for students earning “D” or “U” grades. Remedial work may take the form of a single examination or set of examinations under the direction of the course director/coordinator.
- 8.1.2 Summer remedial efforts are to be completed by July 15 for MSI students and before taking COMLEX Level 1 for MSII students, or as specified by the Dean or designee.
- 8.1.3 The course director/coordinator of a subsequent course will recommend whether a student who earned a “D” or “U” grade in a prerequisite or in one of a series of courses will be allowed to take the subsequent course prior to correcting the academic deficiency. The approval must be written (letter or OSU email) and submitted to the ASC, which will consider the recommendation and make its own recommendation to the Dean or designee. The Dean or designee will make the final decision regarding the recommendation.
- 8.1.4 Students must earn a “C” grade or better when remediating a “D” or “U” grade. A “C” grade will be the final recorded grade for courses that have been successfully remediated (i.e., the student has earned a “C” or higher grade). The highest percentage submitted for remedial coursework will be 70.0%. This is regardless of the actual percentage attained during the remediation.
- 8.1.5 MSI and MSII students who earn a “D” or “U” grade in more than six (6) total credit hours or more than three courses in an academic year, or more than nine (9) total credit hours in the preclinical years are subject to dismissal.
- 8.1.6 Students who are unsuccessful in remediating a “D” or “U” grade are subject to dismissal.
- 8.1.7 Students earning “D” or “U” grades will meet with the ASC. The ASC's purpose will be to consider the student's academic record and

any extenuating circumstances that contributed to the student's academic performance. Students will be given ample opportunity to explain their academic difficulties and the circumstances that led to their current academic situation. After meeting with the student, the ASC will recommend one of the following to the Dean or designee:

8.1.7.1 Remediate the course or courses.

The ASC may recommend this option for a student if the student can demonstrate extenuating circumstances that affected their academic performance. This option allows the student to remediate the course or courses in which they earned a "D" or "U" grade. Policies regarding course remediation are described earlier in this section.

8.1.7.2 Repeat the year.

This option allows the student to return to the College with the following class to repeat the entire curriculum for the year in which the academic deficiencies occurred. When a student repeats the year, the student will repeat all courses (failed and passed courses). Course waivers are not permitted.

Repeating students must adhere to academic standards set forth in their probation as delineated by the Dean or designee in consultation with the ASC. Because this is the student's second opportunity to participate in the curriculum, and because of previous academic difficulties, all repeating students will be placed on academic probation. Repeating students will remain on academic probation throughout the repeated year of study and until the student successfully completes the remediation process as determined by the Dean or designee. Students repeating a year may also be subject to certain scholastic restrictions, other than those established for the class with which the student entered the College (e.g., restricted participation in student organizations and off-campus travel.) Such determinations will be made by the Dean or designee. If a repeating student earns a "D" or "U" grade in any course during the repeated year, the student will be dismissed from the college.

8.1.7.3 Dismissal from OSU-COM.

Exceeding the allowed number of credit hours/courses with “D” or “U” grades results in dismissal from OSU-COM (i.e., more than six (6) total credit hours or more than three courses in an academic year, or more than nine (9) total credit hours in the preclinical years).

Once dismissed from the College, a student can return to the College only by repeating the entire admissions process. There is no guarantee that the student will be re-admitted. It is expected that a student who wishes to reapply will seek to improve her/his ability to satisfactorily compete in the College’s academic environment by taking additional course work, seeking professional counseling, etc.

8.2 Remediation Guidelines—Clinical

A student who earns an “F” grade in a clinical rotation will be referred to ASC and will be required to remediate the rotation. The student will have to add whatever time is necessary to remove the deficiency, thereby possibly delaying graduation.

MSIII and MSIV students may attempt remediation in no more than two (2) rotations total. MSIII and MSIV students who earn more than two (2) “F” grades will be dismissed from the College. Any student who earns an “F” grade in a remediated clinical rotation will be dismissed from the College.

Clinical rotation deficiencies may be remediated by one of the following:

- 8.2.1 Repeat a portion or section(s) of a clinical rotation.
This may be done at the original site or a new site if deemed necessary by the course director/coordinator, and/or the ASC.
- 8.2.2 Repeat the entire clinical rotation.
This may be done at the original site or at a new site if deemed necessary by the course director/coordinator and/or the ASC.
- 8.2.3 Make up of missed time because of the 100% attendance requirement for clinical rotations.

This procedure is used when a student is absent from a rotation because of sickness, personal reasons, etc. If excessive time is missed, the student may be required to repeat the entire rotation.

- 8.2.4 Repeat the entire clerkship program or one year of the clerkship program. This may occur when the student receives repeated below average, marginal evaluations, excessive absences, or an “F” grade.

NOTE: The prerogative of which procedures are to be used to correct the academic deficiencies is with the course director/coordinator, ASC and the Dean or designee.

A student receiving an “I” (Incomplete) grade will not be permitted to begin the next clerkship rotation (course) following the issuance of the incomplete grade until the deficiency is removed or a plan of corrective action is in place.

9.0 Academic Dishonesty (Policy COM2-0206a)

9.1 Policy

- 9.1.1 Academic dishonesty is not condoned nor tolerated at Oklahoma State University College of Osteopathic Medicine.
- 9.1.2 Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. It includes, but is not necessarily limited to, the following types of cases:
- 9.1.2.1 Plagiarism - The representation of someone else's ideas as if they are one's own. Where the arguments, data, designs, etc., of someone else are being used in a paper, report, oral presentation, or similar academic project, this fact must be made explicitly clear by citing the appropriate references. The references must fully indicate the extent to which any parts of the project are not one's own work. (For instance, it would be plagiarism to credit someone else with the content of only one paragraph in a paper, when in fact one is borrowing two pages of the paper from this source.) And one must not suppose that only verbatim copying requires crediting. Paraphrasing of someone else's ideas is still using someone else's ideas and must be acknowledged.
- 9.1.2.2 Unauthorized Collaboration on Out-of-Class Projects - The representation of work as solely one's own when in fact it is the result of a joint effort.
- 9.1.2.3 Cheating on In-Class Exams - The covert gathering of information from other students, the use of unauthorized notes, unauthorized aids, etc. It is the responsibility of the instructor to make clear what aids, if any, are authorized for use during an exam.

- 9.1.2.4 Unauthorized Advance Access to an Exam - The representation of materials prepared at leisure, as a result of unauthorized advance access (however obtained), as if it were prepared under the rigors of the exam setting. This misrepresentation is dishonest in itself even if there are no compounding factors, such as unauthorized use of books or notes. (Note: Access to an exam given in a previous semester and routinely returned to a previous student is not unauthorized access. Nor is it unauthorized access for a student to discuss an exam taken by a student in an earlier section. It is the obligation of the instructor to ensure that access of these sorts does not become an unfair advantage for some students.)
- 9.1.2.5 Fraudulent Alteration or Misrepresentation of Transcripts, Clinical Evaluation Forms, or Other Academic Documents - Alterations of graded papers, research data, course withdrawal slips, falsifying and altering clinical evaluation forms, or any other academic material in order to receive undeserved credit or advantage.
- 9.1.2.6 Known Cooperation with Another Person in an Academically Dishonest Undertaking – Failure by a student to prevent misuse of his/her work by others. Care must be taken that exam answers are not seen by others, that term papers or projects are not plagiarized or otherwise misused by others, etc. Even passive cooperation in a dishonest enterprise is unacceptable. This must not, however, be understood to require that a student inform on another student. That is, a student must actively protect his/her own work, but he/she is not obliged to report cheating or attempted cheating to anyone.
- 9.1.2.7 Misuse of Patient Data or Breach of Patient Confidentiality.
- 9.1.3 The test in any case of suspected academic dishonesty is whether undeserved intellectual creditor advantage is being sought through deliberately fraudulent means.
- 9.1.4 Burden of Proof for Allegations of Academic Dishonesty – In the case of an academic dishonesty appeal, the burden of proof rests with the faculty member, i.e. instructor of record, to demonstrate by clear and convincing evidence that the alleged act(s) of academic dishonesty has occurred. Clear and convincing evidence is a level of proof, which

may be said to be midway between preponderance of the evidence and beyond reasonable doubt.

9.1.5 Evidential Standards for Allegations of Academic Dishonesty

- 9.1.5.1 Experience of the Academic Appeals Board (AAB) has indicated that the standard of proof requires more than a mere assertion that a student has been involved in dishonesty.
- 9.1.5.2 In most circumstances, evidence supporting the faculty member's assertion of academic dishonesty should be presented in the form of (1) documentary evidence or (2) corroborating testimony from other University faculty, administration, staff, or students.
- 9.1.5.3 Only in instances in which no other supporting evidence is available should other students in a class be utilized as witnesses by a faculty member in support of an allegation of academic dishonesty. In no case should a faculty member base an allegation of academic dishonesty on an allegation by a single student, which is unsupported either by documentary evidence or observation of the allegedly dishonest conduct by a member of the College faculty, administration, staff, or by another student.
- 9.1.5.4 Because the student accused of academic dishonesty has the right to cross-examine the witnesses against him/her, written statements by persons not present at the AAB hearing normally will not be considered by the Board. In the event that a majority of the Board concludes that such written statements are necessary, the record of the case shall contain the reasons for the conclusion.
- 9.1.5.5 Examples of documentary evidence which have been found acceptable in past cases include examination papers with identical or highly similar answers, particularly when the answer on one or both examinations is incorrect, and when the faculty member can demonstrate that the papers were produced by students seated in close proximity to one another during an examination; written work submitted by the student in which plagiarism is charged when the faculty member can produce the original source(s) from which the work is alleged to have been taken; improper source materials such as notes taken from a student during the course of an examination for which no such notes were

allowed; and text materials improperly in possession of a student during the examination. In these situations, the documentary evidence should be retained by the faculty member. It, of course, strengthens the faculty member's case to have another witness to the presence of improper materials during the examination, particularly if there is a dispute as to the presence of the materials.

9.1.5.6 Academic dishonesty requires intent to deceive. The fact that intent is a state of mind rather than an externally observable phenomenon does not present insuperable evidential difficulties. A person's actions in context can provide clear and convincing evidence of his/her guilty intentions, protestations of innocence notwithstanding.

9.1.6 The examples listed above in no way may be taken to be an exhaustive list of the types of documentary evidence that may be submitted to the AAB; rather they are provided by way of illustration.

9.2 **Procedure**

The allegation(s) of academic dishonesty may come from students, faculty, staff, or administration.

9.2.1 Instructor of Record: The instructor of record is the individual responsible for final grade assignment (i.e., course director/coordinator). Other faculty members who are participating in a course such as in team-taught courses or clinical faculty on rotations and/or teaching assistants are also expected to participate in an appropriate way in assessing any penalties for misconduct or dishonesty and in any appeal.

9.2.2 Instructor Procedure: In instances where the instructor of record has clear and convincing evidence that a student has engaged in dishonest academic behavior, the following procedures will be used:

9.2.2.1 The instructor of record shall discuss the situation as soon as possible with the student, explaining the allegation, the reasons for it, and the disciplinary action(s) being considered, and shall give the student the opportunity to respond to the allegation.

9.2.2.2 If, after consultation with the student, evidence is NOT disputed by the student, and the instructor of record decides to initiate disciplinary action, he/she may do one or more of the following:

- 9.2.2.2.1 Require the student to complete a substitute assignment, examination, course or rotation.
 - 9.2.2.2.2 Award a grade of “zero,” “U,” “F” and/or “N” for the assignment, examination, or rotation.
 - 9.2.2.2.3 Award a reduced grade for the assignment, examination, course or rotation.
 - 9.2.2.2.4 Recommend to the ASC that action be initiated for more stringent disciplinary action, i.e., probation, suspension, or dismissal from the College. The ASC will then review and make a recommendation to the Dean or designee regarding disciplinary action. The Dean or designee shall be responsible for the final decision and implementation regarding disciplinary action.
 - 9.2.2.2.5 If any disciplinary action is taken other than recommendation to the ASC, the instructor of record must communicate in writing, within ten (10) working/school days the actions taken and the reasons for them to the student and the Associate Dean for Enrollment Management.
- 9.2.2.3 If after consultation with the student, and evidence IS disputed by the student, the instructor of record immediately refers the case to the ASC for review and action. If evidence is again disputed by the student(s), the ASC immediately refers the student to the Assistant/Associate Dean for Enrollment Management to initiate an Appeal Process.
- 9.2.3 Peer Review Committee: Allegations from students will be directed, in writing, to the Assistant/Associate Dean for Enrollment Management by the Peer Review Committee (See Student Handbook). The Assistant/Associate Dean for Enrollment Management will then forward the allegations to the ASC. If after consultation with the student(s), evidence is disputed by the student(s), the ASC immediately refers the student to the Assistant/Associate Dean for Enrollment Management to initiate an Appeal Process.
- 9.2.4 Student Appeal: A student alleged to have engaged in academic dishonesty or misconduct shall have the right of due process and

appeal as delineated herein should he/she believe the instructor's action was unfair or incorrect. No disciplinary action may be carried out while a case is being appealed nor may the student who has been accused of academic dishonesty withdraw from the course while the accusation is pending. The deadline for filing appeals is no later than six (6) weeks from the date of the ASC meeting.

- 9.2.5 The student will use the following procedures in filing an appeal:
 - 9.2.5.1 The student obtains and completes an appeal form. Appeal forms are available to students in the Office of Enrollment Management. In completing the forms, the student will discuss the allegation(s) with the Instructor, the course director/coordinator and the Dean or designee. The completion of these forms ensures that appropriate parties have an opportunity to consider the allegation(s) and appeal.
 - 9.2.5.2 Form A is submitted to the Assistant/Associate Dean for Enrollment Management. The Assistant/Associate Dean for Enrollment Management accepts the form, all supporting documents, and appoints the Academic Appeals Board (AAB) before transferring the case to the Chair of the Appeals Board.
 - 9.2.5.3 The Academic Appeals Board Chair schedules each hearing. Appointments for hearings are confirmed by U.S. mail or OSU email. The student and instructor meet with the Board at the same time so no further allegations can be made against the student without the student's knowledge or against the instructor without the instructor's knowledge. With prior notification through the Board Chair, both parties have the right to present witnesses such as an advisor, fellow student(s), faculty member(s), or other persons to provide evidence to the Board to assist in establishing the factors of the case. The student may also be accompanied by a personal advocate or attorney, but only in an advisory capacity.
 - 9.2.5.4 Appeals Board renders decision. The decision of the AAB is communicated by U.S. mail or OSU email within five (5) working/school days of the hearing to the student, the instructor of record, Course director/coordinator, Assistant/Associate Dean for Enrollment Management, and the Dean or designee. If the Board rules that an act(s) of academic dishonesty or misconduct did NOT occur, the final grade will be changed as appropriate and the case,

including justification and all supporting documentation, is referred to the Assistant/Associate Dean for Enrollment Management for finalizing. If the Board rules that an act(s) of academic dishonesty or misconduct DID occur, the case, including justification and all supporting documentation, is referred back to the ASC, which then reviews and makes a recommendation regarding disciplinary action to the Dean or designee. The Dean or designee shall be responsible for the final decision and implementation regarding disciplinary action.

9.3 Academic Misconduct

9.3.1 Academic misconduct is academically unacceptable behavior that is distinguished from academic dishonesty in that the intent to obtain “undeserved intellectual credit or advantage” by “fraudulent means” is missing. Misconduct includes, but is not necessarily limited to the following types of cases:

9.3.1.1 Failure to observe the rules governing the conduct of examinations through ignorance, carelessness, preoccupation, or psychological stress. Examples could include bringing study notes into a closed-book examination but without the intent or act of consulting them during the examination, failure to stop when time is called at the end of an examination, etc.

9.3.1.2 Failure to observe strict requirements for the proper identification and citation of courses and supporting ideas in reports and essays. Examples could include inadvertently incomplete or erroneous attribution of ideas to bibliographically identifiable sources, etc.

9.3.1.3 Excessive reliance upon and borrowing of the ideas and work of others in a group effort. Examples could include uncritical acceptance of calculations, perhaps erroneous, in joint laboratory reports in which it is understood that the reports will be prepared jointly, etc.

9.3.2 The factor distinguishing these and similar events from academic dishonesty is the lack of intent to obtain intellectual advantage by fraudulently violating specific rules and accepted academic standards. If after consultation with the student the instructor of record decides to take disciplinary action, he/she may do one or both of the following:

- 9.3.2.1 Require the student to complete a substitute assignment, examination, or rotation.
- 9.3.2.2 Award a grade of "zero," "U," "F" and/or "N" (or a reduced grade) for the assignment, examination, course or rotation.
- 9.3.3 The student must be clearly notified of any penalty within ten (10) working/school days of the discovery of the alleged act of misconduct. These penalties can be severe (e.g., a zero on an examination) if the student has been properly instructed in the rules and warned of the consequences of violating them. Such warning is of course the responsibility of the instructor and calls for care in the writing of the course syllabus.
- 9.3.4 **Burden of Proof and Procedures for Allegations of Academic Misconduct:** Grade reductions for reasons of academic misconduct make no allegations of moral shortcomings and require no further notification of College officials. Student appeals in such cases are to be seen as generally comparable to grade appeals and treated as a regular grade appeal (See Policy and Procedures COM2-0205a). The burden of proof rests upon the student to establish his/her case. This may be done by showing that (1) the student was not clearly notified of the impermissibility of the behavior in question, (2) the penalty was inconsistently administered, or (3) the impermissible behavior did not occur. If the student wishes to argue the third alternative, he/she should be prepared to present corroborating evidence in support of the claim.

9.4 Academic Appeals Board

9.4.1 The Academic Appeals Board (AAB) is authorized by the Dean or designee to review regular grade appeals as well as appeals of alleged academic misconduct, dishonesty, or other academic standards violations. While the Board may change the final grade for either the academic misconduct or dishonesty appeal process, during appeals involving alleged academic dishonesty, the Board is to also rule on the student's guilt or innocence with respect to the alleged instance(s) of academic dishonesty or misconduct and whether or not to uphold the assigned grade. During the appeal process involving other academic standards violations, the Board's duties are outlined in Section 2.5 herein.

The decision of the AAB is communicated in writing within five (5) working/school days of the hearing to the student, the instructor of record as applicable, Course director/coordinator as applicable, Assistant Dean for Enrollment Management, and Dean or designee.

If the Board rules that an act(s) of academic dishonesty or misconduct did NOT occur, the final grade will be changed as appropriate and the case, including justification and all supporting documentation, is referred to the Assistant/Associate Dean for Enrollment Management for finalizing. If the Board rules that an act(s) of academic dishonesty or misconduct DID occur, the case, including justification and all supporting documentation, is referred back to the ASC, which then reviews and makes a recommendation regarding disciplinary action to the Dean or designee. The Dean or designee shall be responsible for the final decision and implementation regarding disciplinary action.

- 9.4.2 The procedures for the Academic Appeals Board (AAB) afford the student and the instructor of record or other University representative their right of due process by providing them with:
 - 9.4.2.1 Written (U.S. mail or OSU email) notification of the time and place of the hearing of the appeal.
 - 9.4.2.2 The right to appear in person and present their case. Either party may elect not to appear. In this instance, the hearing shall be held in his/her absence. Failure to appear must be noted without prejudice.
 - 9.4.2.3 The right to meet with the Board at the same time, so no further allegations can be made against the student without the student's knowledge or against the instructor without the instructor's knowledge.
 - 9.4.2.4 The right to present witnesses such as an advisor, fellow student(s), faculty member(s), or other persons to provide evidence to the Board to assist in establishing the factors of the case. The Board Chair must be notified prior to the presentation of witnesses. The student also has the right to be accompanied by a personal advocate or attorney, but only in an advisory capacity.
 - 9.4.2.5 The right to call witnesses to assist in establishing facts of the case.
 - 9.4.2.6 The right to ask questions and refuse to answer questions.
 - 9.4.2.7 The right to an expeditious hearing of the case.
 - 9.4.2.8 The right to an explanation of the reasons for any decision rendered.

9.4.3 The Academic Appeals Board is appointed on a case-by-case need; it is not a standing committee of the College. The Board consists of two (2) basic science faculty members, two (2) Clinical faculty, and two (2) students who are appointed by the Assistant/Associate Dean for Enrollment Management, who may consult the Associate Dean for Clinical Education, Associate Dean of Biomedical Sciences Graduate Programs, and the Student Senate President. One (1) faculty member serves as Chair and votes only in case of a tie vote. Another faculty member is designated as the Co-Chair and serves in the absence of the Chair. The student filing the appeal has the right to refuse up to five (5) Board member appointments. To afford due process, careful attention should be paid to assembling an objective committee. If the student filing the appeal refuses a committee member appointment, that member of the Board shall step down and an individual will be named by the Assistant/Associate Dean for Enrollment Management to replace the Board member affected.

10.0 Policies Concerning Promotion, Probation, and Dismissal

10.1 Normal progression through the curriculum requires that there be no “D,” “I,” “U” or “F” grades. Achievement of this standard in each academic year is, therefore, required for promotion to the next academic year. This standard must also be met before MSIII students can begin clinical clerkship rotations and MSIV students can graduate.

The academic standards for successful completion of each course or clinical rotation are determined by the course director/coordinator. The student has the primary responsibility for acquiring knowledge and clinical proficiency, and for meeting the academic standards set for each course or program. The College does not guarantee that any student, once enrolled, will achieve any level of academic accomplishment.

The academic progress of students will be reviewed by the ASC throughout each year. Review of students’ progress by the ASC is necessary to ensure that students meet the minimum College standards, and thus, remain in good academic standing. Students earning “D,” “U” or “F” grades are not considered to be in good academic standing and will be placed on academic probation.

10.2 Promotion

Promotion is defined as progression from one academic year to the next.

10.2.1 A student will be recommended for promotion to the Dean or designee by the ASC.

- 10.2.2 A student will not be recommended for promotion if they have academic deficiencies or "D," "U," "I" or "F" grades.
- 10.2.3 All students enrolled in the D.O. program must take the timed, Level 1 and Level 2 Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE) offered by the NBOME (See COMSAE requirements, 11.1 and 11.4)
- 10.2.4 A student may not be promoted to the third year of study without passing the COMLEX Level 1. As some exam results are not available until the first of August, second year students will receive provisional promotion to the third year to allow for third year clinical rotations to begin. Upon receipt of a passing COMLEX Level 1 score, students will be formally promoted to the third year.

10.3 Academic Probation

Probation represents an official sanction by the College for unacceptable academic performance. Probation is a period of time during which the student's progress will be closely monitored by the Office of Academic Success, the ASC, and the Dean or designee.

A student placed on probation will be notified in writing by the Dean or designee and the reasons will be stated. The notification will be delivered to the student by U.S. mail and OSU email. Copies of the letter will be placed in the student's permanent file and distributed to the Chair of the ASC. The duration of academic probation will be determined by the Dean or designee in consultation with the ASC.

10.3.1 Terms of Probation

A student on probation will not be allowed to participate in student government or student clubs in any leadership /officer or organizational role, or in extracurricular activities that require additional time for the duration of the probation. Exceptions are attendance at local health fairs or related activities that are course requirements. Attendance at other activities will be with approval from the Dean or designee.

First and Second year students on probation are required to follow the "Student Academic Probation Protocol OMSI/OMSII" as developed by the Office of Academic Success (<https://health.okstate.edu/site-files/docs/com/academic-probation-protocol-ms1-ms2.pdf>). The student on probation will meet with his/her faculty advisor or the course director, if needed, on a monthly basis.

A student will be placed on academic probation for any of the following reasons:

- 10.3.1.1 Earning a “D” grade in any course.
- 10.3.1.2 Earning a “U” grade in any course or an “F” grade in a clinical rotation.
- 10.3.1.3 Repeating an academic year.
- 10.3.1.4 Earning an “N” grade in any course or clinical rotation.
- 10.3.1.5 Failing COMLEX Level 1, Level 2 CE or Level 2 PE.

10.4 Failure to comply with conditions of academic probation

- 10.4.1 If it is determined that any of the conditions of academic probation have not been met by a student, an “N” non-cognitive grade can be issued by the Assistant/Associate Dean for Enrollment Management, the ASC, the Associate Dean for Clinical Education, the Associate Dean for Biomedical Sciences Graduate Programs, or the Dean or designee.
- 10.4.2 Students who fail to comply with the conditions of academic probation will meet with the ASC for determination of further action.
- 10.4.3 For students receiving Veterans Administration (“VA”) benefits, the Registrar’s Office will promptly notify the VA upon determination that a student fails to meet any of the conditions of academic probation (including but not limited to remediation guidelines), and VA benefits will be terminated.

10.5 Removal from Probation

A student will be removed from probation:

- 10.5.1 When all requirements for correcting “D,” “U,” or “N” or “F” grades have been completed satisfactorily.
- 10.5.2 For students repeating an academic year, after successful completion of the repeated year and all other remediation requirements.
- 10.5.3 For students who failed COMLEX Level 1, Level 2 CE or Level 2 PE, after passing the particular COMLEX exam that placed them on probation.

10.6 Dismissal

The ASC may recommend dismissal of a student from the College for any of the following reasons:

- 10.6.1 Earning a “D” grade in more than one course.
- 10.6.2 Earning a “U” or “F” grade in one or more courses or clinical rotations.
- 10.6.3 Earning a “U” or “F” grade while on academic probation.
- 10.6.4 Earning a "N" grade.
- 10.6.5 Demonstrating unethical or unprofessional behavior.
- 10.6.6 Being placed on probation more than once.

11.0 Requirements Concerning National Board of Osteopathic Medical Examiners (NBOME)

All students are expected to follow the NBOME requirements listed in the Academic Standards Handbook. In the case of failure of any of the NBOME examinations, the student is expected to follow the course of action delineated by the Dean or designee. The course of action is mailed to the student by U.S. mail and OSU email as soon as reasonably possible after meeting with the ASC. The ASC, Assistant/Associate Dean for Enrollment Management, Associate Dean of Clinical Education, Associate Dean for Biomedical Sciences, Associate Dean for Academic Affairs, or Dean or designee may issue a non-cognitive “N” grade for professionalism and judgment if the student has failed to follow the requirements or the directives of the Dean or designee.

11.1 Comprehensive Osteopathic Medical Licensing Examination Level 1 (COMLEX Level 1)

Passing COMLEX Level 1 is required for full promotion to the third year of study. Students who have not passed the COMLEX Level 1 are only provisionally promoted until they pass the examination. No student may take COMLEX Level 1 without successfully remediating any failed courses.

- 11.1.1 The Office of Academic Success will conduct an academic performance review to assess each student’s overall academic performance following a timed and proctored COMSAE in April. The Office of Academic Success will review pre-clinical academic data, including, but not limited to course grades and COMSAE

performance. Based on these variables, students who are determined to be at high risk of not passing COMLEX Level 1 will either meet with the Office of Academic Success to discuss and engage in a structured study plan or be referred to the ASC based on assessment of risk.

Students who are referred to the ASC will meet with the ASC following the April COMSAE. Based upon a review of the student's pre-clinical academic record and COMSAE performance the ASC will make a recommendation to the Dean, who will determine what course of action to take. The recommendations that the ASC can make include, but are not limited to:

- 11.1.1.1 The student engage in a structured study plan in coordination with the Office of Academic Success;
 - 11.1.1.2 The student repeat part or all of the 2nd year;
 - 11.1.1.3 The student take a leave of absence and enroll in the OSU Graduate College Certificate Program in Biomedical Sciences;
 - 11.1.1.4 The student attend an external board preparation course;
 - 11.1.1.5 The student take a leave of absence or withdraw from the College; and/or
 - 11.1.1.6 The Dean dismiss the student.
- 11.1.2 Students will not be allowed to take COMLEX Level 1 if they meet any of the following criteria:
- 11.1.2.1 The student has failed to successfully remediate any failed courses.
 - 11.1.2.2 The student was referred to ASC by the Office of Academic Success for being at significant risk of failing COMLEX Level 1, and the student has not completed the requirements from the Dean.
 - 11.1.2.3 The student has failed to achieve a threshold score on a COMSAE as determined by the Office of Academic Success.
 - 11.1.2.3.1 Students who do not achieve the threshold score on the April COMSAE will be given three

additional opportunities to achieve the base score (which is lower than the threshold score) on a COMSAE prior to the end of Transition Week. This base score is intended to give the ASC and Office of Academic Success confidence that the student can achieve the threshold COMSAE score by the completion of two non-clinical rotations. Students who do not achieve the base score prior to end of Transition Week are required to meet with ASC. After that meeting, the ASC will likely recommend one of two options: 1) the student continue with non-clinical rotations for July and, if necessary, August, or, 2) the student go on a leave-of-absence.

11.1.2.3.2 Any student who has not achieved the threshold COMSAE score by the end of August will be placed on leave of absence for a maximal period of three months. If the student still has not achieved the threshold COMSAE score by the end of that leave of absence, the student will be required to meet with the ASC where the option of dismissal from medical school will be considered.

11.1.2.3.3 The recommendations that the ASC can make include, but are not limited to:

11.1.2.3.3.1 The student engage in a structured study plan in coordination with the Office of Academic Success;

11.1.2.3.3.2 The student repeat part or all of the 2nd year;

11.1.2.3.3.3 The student take a leave of absence and enroll in the OSU Graduate College Certificate Program in Biomedical Sciences;

11.1.2.3.3.4 The student attend an external board preparation course;

11.1.2.3.3.5 The student take a leave of absence or withdraw from the College; and/or

11.1.2.3.3.6 The Dean dismiss the student.

11.1.3 Students are required to take COMLEX Level 1 before completing two (2) non-clinical rotations, and they are required to have passed Level 1 before they start their 4th rotation. Students may begin clinical rotations only after taking COMLEX Level 1. If the student or College receives notice that the student has failed COMLEX Level 1 after the student has started a clinical rotation, the student may complete the rotation, but will not be allowed to start another clinical rotation until the student has passed COMLEX Level 1. If a student has not passed COMLEX Level 1 by the end of the 3rd rotation, the student is required to take a leave of absence and may only reenroll in the College after the student has passed COMLEX Level 1.

11.1.4 Students who fail a COMLEX will be required to meet with the ASC. This requirement applies to any failure of COMLEX Level 1, 2 CE, or 2 PE (i.e., first, second, or third failure). The ASC will review the student's academic record and speak with the student to discuss the factors that contributed to failing COMLEX. The ASC will then make a recommendation to the Dean, who will determine what course of action to take. The recommendations that the ASC can make include, but are not limited to:

11.1.4.1 The student engage in a structured study plan in coordination with the Office of Academic Success;

11.1.4.2 The student repeat part or all of the 2nd year;

11.1.4.3 The student take a leave of absence and enroll in the OSU Graduate College Certificate Program in Biomedical Sciences;

11.1.4.4 The student attend an external board preparation course;

11.1.4.5 The student take a leave of absence or withdraw from the College; or

11.1.4.6 The Dean dismiss the student.

11.1.5 A student may have no more than three attempts at COMLEX Level 1, three attempts at Level 2 CE, and two attempts at Level 2 PE. A student may have no more than five cumulative attempts across

COMLEX Level 1 and Level 2 CE. A student who does not pass COMLEX Level 1, 2 CE, or 2 PE within the maximum number of attempts will be dismissed from OSU-COM.

- 11.1.6 A student who has failed COMLEX Level 2 CE may not retake COMLEX Level 2 CE until approved by the Office of Academic Success.

11.2 Comprehensive Osteopathic Medical Achievement Test (COMAT)

A COMAT is given following required rotations in the third year. Students must pass each COMAT with a standard score of at least 90 (one standard deviation below the national mean). Students must pass the rotation COMAT (standard score of at least 90) in order to pass the rotation.

- 11.2.1 If a student does not pass the COMAT, the course director/coordinator for the rotation must contact the student within 10 days of being notified of the student's failure. The course director/coordinator will schedule a face-to-face meeting, if possible, with the student to discuss the results of the COMAT and plans for a formal remediation process. If a timely, face-to-face meeting is not possible, a phone meeting will suffice.
- 11.2.2 Within two weeks of receiving a notice of a student failing a COMAT, the clerkship director will submit to the Associate Dean of Clinical Education and the Director of the Office of Academic Success the details of the formal remediation process for the involved student, including plans on scheduling re-take COMAT.
- 11.2.3 Study resources for clinical rotations will be made available to all students throughout years MSIII and MSIV.
- 11.2.4 A tracking form summarizing the progress of the remediation, including dates of meetings between the student and faculty mentor, must be signed by the course director/coordinator/mentor and submitted to the Office of Clinical Education with a copy to the ASC.
- 11.2.5 If a student fails a COMAT for the second time, the student is required to meet with the Office of Academic Success to develop plans for remediation. If the student fails the COMAT a third time, she/he is required to meet with the ASC for recommendation of corrective action.
- 11.2.6 All students must pass each subject COMAT with a standard score of at least 90 before taking COMLEX Level 2 CE. If the student wants to take the COMLEX Level 2 CE prior to passing every COMAT, the

student must submit a written statement to justify the request to the Dean or designee.

11.3 Level 2 COMSAE and Mock PE requirements before taking COMLEX Level 2 CE and PE

All students must take the Level 2 Comprehensive Osteopathic Medical Self-Assessment Examination (COMSAE).

11.3.1 Before taking COMLEX Level 2 CE, a student must demonstrate a minimum score as determined by the Office of Academic Success on the timed COMSAE.

11.3.2 All students must pass a mock physical examination (“Mock PE”) designed to give students an opportunity to experience patient encounters in a format similar to that at the COMLEX Level 2 PE. The Mock PE dates will be announced in the spring of the third year. Students not participating in the Mock PE will be assigned an “N” non-cognitive grade and will be required to meet with the ASC.

11.4 Comprehensive Osteopathic Medical Licensing Examination Level 2 (COMLEX Level 2)

Passing COMLEX Level 2, both Cognitive Evaluation (CE) and Performance Evaluation (PE) is required for graduation (See Requirements for graduation, section 13.6)

11.4.1 A student may have no more than three attempts at COMLEX Level 1, three attempts at Level 2 CE, and two attempts at Level 2 PE. A student may have no more than five cumulative attempts across COMLEX Level 1 and 2 CE. A student who does not pass COMLEX Level 1, 2 CE, or 2 PE within the maximum number of attempts will be dismissed from OSU-COM.

11.4.2 Students who fail a COMLEX will be required to meet with the ASC. This requirement applies to any failure of COMLEX Level 1, 2 CE, or 2 PE (i.e., first, second, or third failure). The ASC will meet with the student to provide counsel in preparation for taking the exam and discuss the student’s performance. The ASC will then make a recommendation to the Dean, who will determine what course of action to take. At a minimum the ASC will recommend the following:

11.4.2.1 The student will be required to meet with the Office of Academic Success to discuss a plan for preparing to take the COMLEX Level 2 CE or PE again.

- 11.4.2.2 If the student has failed the COMLEX Level 2 PE, the student will be required to schedule standardized patient encounters with the Director of Standardized Patient/Simulation Program. These encounters will be used to provide feedback to the student so that the student can improve her/his performance on COMLEX Level 2 PE.
- 11.4.2.3 A student who has failed COMLEX Level 2 CE may not retake COMLEX Level 2 CE until approved by the Office of Academic Success.

12.0 Withdrawal, Leaves of Absence, and Suspension from the College

12.1 Leave of Absence

A student may request a leave of absence (LOA) due to an academic, COMLEX, medical, or severe personal problem. Students requesting a leave of absence must apply according to the Leave of Absence and Withdrawal Policy available from the Office of Enrollment Management. Such requests must be submitted with required signatures and documentation on the Student Request for a Leave of Absence or Withdrawal form. If the leave of absence is for a medical concern, the request must be accompanied by a letter from a physician or doctoral-level mental health professional describing the nature of the disability or problem and the estimated length of time needed for recovery.

After consultation with the student, the Dean will decide whether or not the leave is to be granted and the conditions under which the student may resume the OSU-COM program.

Before a student may resume his or her studies following a LOA, the student must submit a written request with required signatures and documentation on the Student Request to Return from a Leave of Absence or Withdrawal form. For a student who has been on medical leave of absence, a letter from a physician or doctoral-level mental health professional stating that the student has recovered from the medical issue and is able to participate in a full academic program must accompany the request.

Students placed on an official LOA will not have the time of leave counted toward the appropriate time limit for completion of the program.

12.2 Withdrawal

Application for voluntary withdrawal from the College must be made in writing according to the Leave of Absence and Withdrawal Policy available from the Office of Enrollment Management. Such requests must be submitted with required signatures and documentation on the Student Request for a Leave of Absence or Withdrawal form. Except in rare and special

circumstances, the request will be accompanied by a personal interview. Every effort should be made to assure that no misunderstandings or errors occur in the withdrawal process. Students who do not complete this request for voluntary withdrawal will not be entitled to an official withdrawal and, consequently, will not be considered for readmission at a later date.

At the time withdrawal is granted, an entry will be made on the official permanent record indicating the academic standing of the student. "Withdrawal (WP), in good standing," will be recorded if the student is not on academic probation and has received no course grades or averaged examination grades less than 70% during the semester in which the withdrawal is requested. "Withdrawal (WU), not in good academic standing," will be recorded if the student is on academic probation or has received course grades or averaged examination grades less than 70% during the semester in which the withdrawal is requested.

Readmission following withdrawal is not assured unless it is a part of the final decision and/or agreement made by the Dean or designee and the withdrawing student. This final decision and/or agreement must be in writing so that it is understood by all parties involved. In order to effect a return from withdrawal, the student must submit a written request with required signatures and documentation on the Student Request to Return from a Leave of Absence or Withdrawal form. A student who is granted readmission following withdrawal in good standing will re-enter at the beginning of a semester and must register for all courses scheduled during the semester of the withdrawal.

12.3 Academic Suspension

Suspension is a forced absence from the College. It is a temporary situation imposed by the Dean or designee when a student is having an academic, professional, or personal situation that requires additional time for the College to gather information concerning this matter. The student is not allowed to attend classes or clinical rotations until the suspension is removed.

13.0 Requirements for Graduation

A D.O. student shall be granted no more than six years following matriculation to complete the requirements for graduation. The Dean or designee, in consultation with the ASC, the Registrar, and the Assistant/Associate Dean for Enrollment, will ensure that each single degree D.O. student completes the D.O. degree within 150% of the standard time to achieve the degree (six years following matriculation). Students in the D.O./Ph.D. and D.O./M.S. tracks shall be granted no more than nine and seven calendar years, respectively, to complete all requirements. Requests for additional time must be approved by the Dean or designee. A student who has satisfactorily completed all academic requirements and who has been recommended

by the College faculty may be awarded the Doctor of Osteopathic Medicine (D.O.) degree, provided the student has:

- 13.1** No un-remediated “D”, “U”, or “F” grades, and no grades of “I”;
- 13.2** Satisfactorily completed all clinical rotations;
- 13.3** Complied with all legal and financial requirements of the College;
- 13.4** Exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of osteopathic medicine;
- 13.5** Demonstrated acceptable competence in the knowledge, skills, and attitudes required of an osteopathic physician;
- 13.6** Passed COMLEX Level 2, both cognitive (CE) and performance (PE);
- 13.7** Been recommended for graduation by the appropriate College bodies;
- 13.8** Attended the commencement ceremony (only in unusual circumstances, and with prior approval of the Dean or designee, will a degree be awarded in absentia); and
- 13.9** Met the graduation requirements listed in the catalog.